



## **Remuneration of Elected Representatives**

### **Rationale**

To recognize and encourage the contributions of elected representatives, SAMU provides remuneration. The review of remuneration by an advisory committee primarily comprised of persons who are not elected representatives assists in maintaining fair and impartial remuneration.

### **Definitions**

**CPI** means the Consumer Price Index, as published by Statistics Canada on a monthly basis.

**End of elected term** refers to the termination of one elected, whether that term has been completed in full (including the executive transition period) or an early termination due to resignation, disqualification, or impeachment.

**Flex a day** means to begin or end one's workday earlier or later than their normal schedule in order to only work 7 hours in the day. Typically, this is used when meetings fall outside of an executive's normal office hours.

**SCOC** means the Students' Council Operations Committee.

**TOIL** means time off in lieu which are hours worked by an executive in excess of the 35h/week or 7h/day working schedule.

### **Expectations**

#### **General**

- 1** SCOC reviews this policy on a biannual basis in place of the Governance Committee.
- 2** SCOC recommends changes to this policy to Students' Council and reports on alterations to the appendixes.
- 3** Alteration of the appendixes is delegated to SCOC.

#### **Executive Remuneration**

**4** Executives receive a salaried annual wage, as set in Appendix A, based on a 35-hour workweek comprised of five 7-hour workdays.

**4.1** The executive salary is reviewed annually by SCOC and may be increased by the annual average of Alberta's CPI from December 1 to November 30 of the previous year.



- 4.2** SCOC may determine a zero percent increase based on the financial or organizational situation of SAMU.
- 4.3** If the annual average of CPI results in a negative number, it will be regarded as a zero percent increase.
- 5** Executives receive benefits as set in Appendix A.
- 6** Executives are responsible for ensuring that time taken off in accordance with this policy does not negatively impact the operations of SAMU.
- 7** Executives receive benefits only while they retain the portfolio officially.
- 7.1** Executives are not eligible for any benefit that would be paid out after the date of their resignation or impeachment except what they are entitled to by law.
- 8** During the transition period, incoming and outgoing executives are remunerated on an hourly basis, at a rate that is the hourly equivalent of their respective annual salary.

### **Councilor Remuneration**

- 9** Councilors receive an honorarium, as set in Appendix B.
- 10** Councilors who serve on SAMU committees receive an honorarium, as set in Appendix B.
- 11** Councilors receive remuneration in a lump sum. The lump sum is paid at the end of the elected term.



## Appendix A: Executive Remuneration

### Executive Salary

- 1 The annual salary for an executive is \$49169.91.

### Executive Benefits

#### Tuition

2 Executives are required to maintain three credits of coursework at MacEwan University in each of the fall and winter academic terms.

3 Executives are reimbursed for the tuition fees for three university credits in each of the fall and winter academic terms.

3.1 A minimum grade of C- as issued by the Office of the University Registrar is required to receive the tuition reimbursement benefit.

3.1.1 If a pass is achieved in a course assessed on a pass/fail basis, the course will be considered to have met the minimum grade requirement for reimbursement.

4 Class attendance in the Fall and Winter terms, up to three hours per week, is counted as work hours.

#### Allowances

5 Executives receive a transportation allowance equal to the cost of a U-Pass for each academic term.

6 Each member of Executive Committee will receive a phone reimbursement of \$60 per month.

#### Savings Plan

7 Executives receive a matching contribution to a Savings Plan (RSP or TFSA) up to a maximum of 5% of their salary.

7.1 Savings plan matching contributions will be provided to Executives upon submission of proof of a RSP or TSFA account.

7.1.1 An executive who chooses an RSP account they must provide proof of unused deduction limit.

7.2 Contributions will be prorated based on the percentage of the one-year term (May-April) completed.



### **Health and Dental**

**8** Executives will be enrolled in the SAMU Staff Health and Dental Plan, less Health Care Spending Account and Long-Term Disability, at SAMU's expense.

### **Vacation and Sick Leave**

**9** Executives receive six paid vacation days at the beginning of their elected term and accumulate 0.75 days of paid vacation time per month. At the end of an elected term, unused vacation time will be paid out according to employment law.

**10** Executives accumulate 1 sick day per month, taken as required, in accordance with procedure. Unused sick days are not paid out at the end of an elected term.

**11** Executives cannot carry over vacation time or sick days to a subsequent elected term.

### **Time off in Lieu (TOIL)**

**12** TOIL will only be accumulated when required for SAMU business purposes.

**13** TOIL will only be accumulated when an executive is unable to flex their day due to SAMU business requirements.

**14** Executives will not use accumulated TOIL hour(s) in the last month of their elected term.

**14** Unused TOIL hours are not paid out at the end of an executive's elected term and cannot be carried over if an executive is re-elected.



## **Appendix B: Councilor Remuneration**

### **Base Honorarium**

**1** Councilors are remunerated \$60 per meeting of Students' Council attended in accordance with *Roles and Responsibilities of Elected Representatives*.

**1.1** Meeting attendance is remunerated to a maximum of \$480 per academic term.

### **Committee Honorarium**

**2** Councilors who serve on committees are remunerated \$15 per committee meeting attended.

**2.1** Committee service is remunerated to a maximum of \$120 per academic term.

## Fact Sheet

### Approvals:

First Approval – February 19, 2014

Last Approval – February 15, 2023

**Date of Last Review:** February 15, 2023

### Related Documents and Forms:

#### Source and Updates:

February 19, 2014: *Remuneration of Student Representatives* approved by Students' Council motion 2014-02-19-6.5 upon the recommendation of the Governance Remuneration Advisory Committee. Source material drawn from *Students' Council Policy 10 – Remuneration of Student Representatives*.

April 7, 2015: *Remuneration of Student Representatives* Appendix A & Appendix B approved by Governance Remuneration Advisory Committee motion 2015-04-07-2.

February 2, 2016: *Remuneration of Student Representatives* Appendix A approved by Governance Remuneration Advisory Committee motion 2016-02-02-1 to be effective May 1, 2016.

February 9, 2016: *Remuneration of Student Representatives* Appendix B approved by Governance Remuneration Advisory Committee motion 2016-02-09-1 to be effective November 1, 2016.

February 3, 2017: *Remuneration of Elected Representatives* Appendix A approved by Governance Remuneration Advisory Committee motion 2017-02-03-01 to be effective May 1, 2017.

December 7, 2017: *Remuneration of Elected Representatives* Appendix A approved by Governance Remuneration Advisory Committee motion 2017-12-07-2 to be effective January 1, 2018. "Time Off In Lieu" section removed from Appendix A.

March 21, 2018: *Remuneration of Elected Representatives* approved by Students Council motion 2018-03-21-7.5 on the recommendation of the Governance Remuneration Advisory Committee. Annual remuneration increased by \$1262 based on removal, from Appendix A, of the \$500 Personal Development line and the Time Off in Lieu payout of up to 35 hours (\$762) at the end of an elected term.

January 17, 2019: *Remuneration of Elected Representatives Appendix A* – executive salary increase of 1.7% approved by the Governance Remuneration Advisory Committee, motion 2019-01-17-1, to take effect May 1, 2019.

February 3, 2020: *Remuneration of Elected Representatives Appendix A* – executive salary increase of 2.1% and SAMU mobile phone provision for President and VP External approved by the Governance Remuneration Advisory Committee, motion 2020-02-03-2, to take effect May 1, 2020.

March 17, 2021: *Remuneration of Elected Representatives* approved by Students' Council motion 2021-03-17-7.6. Appendix C – Board of Governors Student Representative Remuneration added to this policy.

May 1, 2021: *Remuneration of Elected Representatives Appendix A* approved by the Governance Remuneration Advisory Committee motion 2021-02-24-1. Updates include: executive salary increase of 1.2%; clarification of how the Savings Plan amount is processed; clarification that all paid time off must use vacation and/or sick days to cover that time.

January 19, 2022: *Remuneration of Elected Representatives Appendix A* approved by the Governance Remuneration Advisory Committee motion 2022-01-19-1. Updates include: executive salary increase by 4.7%; removal of SAMU owned mobile phone for President and VP External – all execs will receive a monthly phone allowance.

February 7, 2022: *Remuneration of Elected Representatives Appendix C* approved by the Governance Remuneration Advisory Committee motion 2022-02-07-1. Updates include providing remuneration to the Board of Governors Student Representative when they are only serving as a resource official to Council.

January 18, 2023: *Remuneration of Elected Representatives policy, Appendix A* approved by Governance Remuneration Advisory Committee motion 2023-01-18-1 to take effect May 1, 2023. Updates include increasing the salary by 6.6% (CPI) and providing an opportunity for execs to enroll in the SAMU staff health and dental plan with reimbursement at 50%.

February 15, 2023: *Remuneration of Elected Representatives policy Appendix C* struck from the policy, on the recommendation of the Governance Remuneration Advisory Committee, by Students' Council motion 2023-02-15-7.5. Executive Committee has been empowered to set the remuneration rate for the Board of Governors student representative(s) in the *Student Representation Policy*.

April 17, 2023: *Remuneration of Elected Representatives policy, Appendix A* approved by Students' Council Operations Committee motion 2023-04-17-1 to take effect May 1, 2023. Update includes adding a requirement to provide proof of a savings plan account prior to receiving that benefit.

June 14, 2023: *Remuneration of Elected Representatives policy, Appendix A* approved by Students' Council Operations Committee motion 2023-06-14-1. Updated to remove the choice between the student health and dental plan and the SAMU staff health and dental plan, and only provide the option to enroll in the SAMU staff health and plan, excluding Health Spending Account and Long-Term Disability coverage at SAMU's expense.



January 5, 2024: *Remuneration of Elected Representatives* Policy, Appendix A and B approved by Students' Council Operations Committee motion 2024-01-05-1 effective May 1, 2024. Updates include increasing the executive annual salary by 2.5%, increasing the maintained credit requirement from 1 to 3, requiring a minimum grade of C-, instead of C, for tuition reimbursement, allowing class attendance of up to 3 hours to be included as work hours, changing the Savings Plan from a flat rate \$1000 to a matching program to a maximum of 5% of an executive's salary, and adding Time Off in Lieu (TOIL). Appendix B updated to change the committee honorarium from \$60/academic term to \$15/meeting attended to match what Student-at-Large reps receive.

January 17, 2024: *Remuneration of Elected Representatives* Policy approved by Students' Council motion 2024-01-17-7.2. Definition of Time Off in Lieu (TOIL) updated and Flexing a Day definition added.